

DDA SUBJECT FILE COPY

L. 85-0286

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CT Nominations

DD/A Registry

85-0506

FROM:

Robert W. Magee
Director of Personnel

EXTENSION

NO.

DATE

18 February 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Mr. Harry E. Fitzwater
DDA 7D24 HQS

2. EO/DDA

3. ADDA

4. DDA

5.

6.

7. DDA/CMS

8.

12 FEB 1985

12 FEB 1985

DDA REGISTRY
FILE: 20 - 1

4-7

I think we should
give this favorable
consideration if possible.
Agree?

#7:

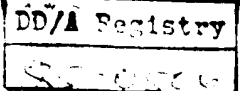
FOR ACTION:

PLS PREPARE RESPONSE TO
D/PERSONNEL FOR THE DDA'S
SIGNATURE RE NOMINATION OF
CANDIDATE TO REPRESENT THE DDA
IN THE SELECTION OF CTs FOR
THE DIRECTORATE OF ADMINISTRATION.

SUSPENSE: 18 FEBRUARY 1985

15.

C O N F I D E N T I A L



FEB 11

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: CT Nominations

1. Eleven of the DA's FY 85 quota of 36 Career Trainees entered on duty with the October and January CT classes. Three more have been approved for the April class, leaving 22 to be processed and inducted in the last three classes (including April) of this year.

2. Some additional EOD's will come out of the applicant files now being processed. While the exact number cannot be predicted, these will be substantially fewer than the 22 needed. As we seek to make up the difference, we must also speed up processing to meet the 120-day goal. One effect of this will be to preclude identification by the CT Division of potential candidates for your Directorate. Instead, CT consideration will have to be limited to applicants nominated by you. Because the evaluation process eliminates a large proportion of applicants, we need a high volume of such nominations if momentum is to be preserved.

3. I ask you to ensure that all DA officers who make hiring decisions review the CT credentials of every external applicant whom they approve for professional employment. Please have all cases with CT potential identified to the CT Division for possible EOD through the Program. I also encourage you to continue nominating as internal CT candidates entry-level professionals already on board who appear to have the credentials outlined in the CT profile that you have established for the Directorate.

4. CTD reliance on DA components to sponsor CT candidates intensifies the need for a Program Officer from the DA. Communication with Directorate components about requirements, selection criteria, applicant interviewing, and the mechanics of processing must be expanded if the program is to meet DA needs while it responds to the processing time limit. I therefore request that you assign a broadly experienced DA officer to the CTD to represent you in the selection of CTs for the Directorate.

25X1

Robert W. Magee

25X1

C O N F I D E N T I A L